



Aylsham High School

Part of Aylsham Learning Federation

Job Description and Person Specification

Job title	Head of Finance
Location	Aylsham Learning Federation
GR Number	(School Business Manager Level 2)
Grade	Scale L
Responsible to	Director of Business and Community Strategy, Executive Headteacher
GR number	GR3122
MJ number	MJ1274
Effective date	

Role and Context

Job Purpose and Scope:

- To participate fully in determining the financial strategic direction of the Federation and related entities and to provide high quality day to day management of the Federation's finances (in excess of 10M), including business and trust entities, so that the organisation can run smoothly, efficiently and effectively in the delivery of its core aims.
- Be accountable for the operation, maintenance and development of systems, processes and procedures relating to budget and finance, across the Federation, trust/(s) and related entities.
- To maximise and develop opportunities around income generation including commercial trading models.
- To participate fully in change as necessary given the increasing scope of the Federation and related entities.
- Lead, motivate and facilitate teamwork amongst the finance team, and oversee their annual performance development process.
- Provide advice and guidance to the Director of Business and Community Strategy, Executive Headteacher and Governing Board on policies and legislation on all areas of responsibility.
- To manage the day to day operation of other business areas as designated and reasonably within the scope of the role.
- To represent the Director of Business and Community Strategy, routinely and when necessary.
- To communicate and network at both a local and national level to ensure the ethos and values of the Federation are upheld and to lobby for change in the local area.



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Context:

Strategic direction and development of the school

To play a full part in the strategic development and evaluation of all financial and income development aspects of the Federation, trust/(s) and related business entities including development of relevant business plans and capital projects.

To participate fully in the development and review of a business model across the Federation that delivers significant income generation, to include the subsidiary trading company, Aylsham Sports Hub and John Bear's Nursery.

Leadership and management of staff

Leadership and direction of the finance team, along with financial management of Aylsham Sports Hub team to ensure the smooth delivery of service. To motivate and develop shared leadership and capacity across the Federation and related entities. To work with the leadership teams across the Federation to achieve all related objectives.

Finance

Working with the Executive Headteacher, Director of Business and Community Strategy and Governors, to prepare and monitor the Federation and nursery budgets and ensure adherence throughout the Federation to financial procedures and regulations. To do this with due diligence and prudent financial planning, with best value in mind.

- To develop and manage the overall financial/resource planning process, ensuring compliance with all financial regulations and taking into consideration all known future funding implications .
- To consult with the Director of Business and Community Strategy, Executive Headteacher and Governors to prepare and submit a realistic and balanced budget within the required timescales.
- To prepare and present governor financial reports for and at the Business Management and Finance Committee.
- To attend SLT meetings as and when required.
- To monitor and control performance to achieve value for money, seeking and making use of specialist financial expertise when required.
- To manage the negotiation and of applicable financial contracts, tenders and agreements for the provision of services and explore cost saving initiatives.
- To ensure appropriate insurance policies are in place, including arrangements for their review.
- To prepare financial appraisals for particular projects and development initiatives.
- Represent and take an active role on the NCC Finance Consultative Group.
- To manage and review the Federation's catering contracts, to include an efficient and cost effective service, ensuring the needs of the Federation are met.
- To develop the catering offer and manage the catering team, dealing with any school related issues at Aylsham High School.

- In addition for The Aylsham Cluster Trust and The Aylsham Cluster Trust (Families) ensure the correct financial systems and processes, along with reporting requirements are in place.



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Income generation and fundraising (to include Aylsham Sports Hub Limited)

- To work with the Director of Business and Community Strategy to develop a sustainable strategy for income generation through maximising use of facilities for clubs organisations and events and the separate trading company Aylsham Sports Hub.
- To manage and develop the day to day financial operation of Aylsham Sports Hub to include financial and management reporting, including cashflow forecasting, VAT, payroll and related pension scheme.
- Maximise income and the generation of income, through lettings, grant applications and relevant business opportunities and models.

School support and ICT systems

- To deploy learning resources (including ICT) budgets in line with Development Plans.
- Ensure that the Federation has a strategy for the procurement of technology aligned to the overall vision and plans for the Federation, consulting with the Network Manager, Director of Business and Community Strategy and other relevant parties to introduce new technology or improve existing technology.

Educational Visit Coordinator

- To ensure that visit leaders are aware of practices and procedures and that no trip goes out without being financially secure with the appropriate paperwork.
- To monitor, in partnership with the Educational Visits Lead, EVOLVE applications and the relevant risk assessments.

In addition to the above responsibilities, to undertake any such duties as may be required deemed relevant by the Director of Business and Community Strategy and Executive Headteacher.

Terms and Conditions

The post will be offered on the basis of an interview and is subject to satisfactory references and DBS check.



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Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Qualifications

Essential

A degree level qualification in a related field, for example:

- Degree (any)
- Level 5 or above Diploma in School Business Management (formerly DSBM/ASDBM)
- Formal financial qualification (AAT) or a minimum of 3 years' experience of leading or managing a large budget (considered as 5 million or above).

Desirable

ACCA or ACA Accountancy qualification

Experience

Essential

3 years' experience of working as a successful leader/manager, either in an a medium to large corporate organisation or educational environment.

Proven project management skills either in a medium to large corporate organisation in an education environment.

Sound financial management skills, with significant relevant experience.

Proven ability to manage teams effectively.

Desirable

Experience of leading and managing networks / projects / staff across multiple settings.

Experience of bid writing or successful grant applications.

Skills/knowledge

Essential

Highly developed interpersonal skills and the ability to work effectively with people at all levels, including parents, Governors, staff and external agencies.

Good commercial acumen with the ability to work in an entrepreneurial context.

Sound understanding of collaborative partnerships and the challenges and opportunities of organisational compromise for collective gain.

Proven ability to manage teams effectively.

Effective team player.

Highly numerate with experience of working within high value budgets.

Computer literate - Microsoft Office Suite, Management Information Systems.

Desirable

A thorough knowledge of the context in which schools operate including DFES initiatives, the National Curriculum, funding streams etc.

A good knowledge of payroll and VAT statutory legislation.



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General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values:

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups

The information in this job description is accurate and reflects the requirement of the role.

Line Manager: Joanna Tuttle Director of Business and Community Strategy
February 2020